

Groups and Meets Guidance Notes



(Including Duke of Edinburgh bookings)

It is a stated commitment of the Camping and Caravanning Club to accommodate Meets and Group bookings on UK Club Sites, and offer preferential rates and terms, from qualifying organisations wherever possible on UK Club Sites.

This commitment is detailed in the Clubs Green paper 3.11 (Meets and Group Bookings on Club Sites)

This guidance document is intended to clarify how the Club will ensure delivery against this commitment, who qualifies for preferential Meets and Group rates with the Club, and the booking and support process that will be followed for this type of camping.

Prices and deposits, which are subject to yearly change through Sites Committee agreed network proposals, are not included in this document.

Who qualifies for special rates and terms?

Any formalised camping organisation or group can potentially qualify. There is no need to hold any Exemption Certificates from the Department for Environment and Rural Affairs (DEFRA), though this will influence pricing. Examples of qualifying groups may include organisations such as Club District associations, or specific camping unit Owners Clubs who choose to camp together in order to socialise and pursue their common interest of Camping.

There are three types of qualifying Organisation.

There are three types of Camping Group/Meet bookings, each attracting their own prices:

- Bookings by the Club's own District Associations or Special Interest Sections.
- Bookings by other formalised camping organisations that are recognised by DEFRA and hold their own exemption certificates.
- Bookings by other formalised camping organisations which do not hold their own exemption certificates, but do exist purely for the purpose of social camping.

Note 1 – Individual members of any qualifying camping group may also be paid up Members of the Camping and Caravanning Club as well, for example: The Pennine Owners Club. This may sometimes have an influence on final pricing for individual campers within a group as the Club will always try to offer the most beneficial price possible.

Note2 - "Family and friends" group bookings, or non-camping focused organisations (e.g. a works outing or a school outing), no matter how large, do not qualify for the special rates and terms defined in the Green Paper 3.11 and normal pricing and terms apply.

Other Qualifying Criteria

To qualify the booking must be for 7 units or more and for a period of 2 days minimum up to a maximum of 9 days. Bookings outside these criteria do not qualify for preferential rates or terms.

Note - Subject to minimum qualifying criteria being maintained on all nights of a stay, the exact numbers in attendance can be fluid throughout the period of the booking without penalty.

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Who qualifies for Duke of Edinburgh Rates?

Any booking that is made specifically to progress towards obtaining the Duke of Edinburgh award. All Duke of Edinburgh Groups must have a supervising adult present at all times, unless solo camping is specifically required as in the Gold Award - in this case an adult supervisor must be available and with 5 minutes travel of the group.

Availability on UK Club Sites

All requests for Meets and Group bookings will be considered and there will be no restriction on any dates that may be booked, including Bank Holidays. However, each booking will be considered in consultation with the relevant Regional Manager, taking into account other bookings on site, historical site occupancy and the capacity of the Site to accommodate the requested booking at any particular time of year. In consideration to other campers, the number of pitches booked for a Meet or Group will not exceed 50% of the pitches on a Club Site. If unable to accommodate a specific request, the Club will always endeavour to suggest an alternative for consideration.

Recreation Halls

All Meets and Groups booked under these terms may have access to exclusive use of any Recreation Hall, where available, between the times of 9:00am and 5:00pm on those Club Sites that have one. A charge for the use of the hall will be applicable. Use of the Recreation Hall is also possible during the evening provided its use extends to all other campers on Site. Use of the Recreation Hall is subject to availability and can be requested when booking.

When using a recreation room for a groups and meets function, the steward or an agreed (with site) named member of the group should be in attendance and be responsible for ensuring the room is vacated at the agreed time and left in a tidy state.

Rally Fields

On a few selected Sites use of a Rally field may be possible. This can be requested when booking.

Extended stays

The maximum length of stay for a Meet or Group booking is 9 nights. Should campers within a Meet or Group wish to stay on Site over 9 nights or arrive early, a separate booking for the additional nights must be made (subject to pitch availability) and the normal site fees are payable.

Confirmation of Numbers and post-booking communication

It is appreciated that at the very early stages of organising a Meet or Group booking, that it will not always be possible to provide an exact number of units or campers attending. However, to enable the Club to secure pitches on a Club Site in advance of an event and ensure no subsequent over booking, it will be requested at the initial booking stage that the organiser, based on their experience and expectations, provides an approximation of numbers, preferably split by pitch type required. It is understood that this will be an estimate only and these numbers can be altered at a later date, agreed directly with the Site, subject to pitch availability and site conditions.

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If no numbers are provided at the initial point of booking, the Club will default the initial booking to the minimum number required to qualify for that type of booking on standard pitches only, pending any further advice or update from the organiser.

To ensure a problem free experience, the Club requests that 2 weeks prior to the commencement of the stay that the organiser of the event contact the Site direct to confirm the booking and discuss any final requirements. If contact is not made, the Holiday Site Managers will initiate contact with the organiser to ensure a happy arrival on Site. Failure to finalise arrangements with site can lead to disappointment on arrival should details have changed since the initial booking.

Additional pitches may be booked direct with the Site at any time prior to the first day of the booking, subject to pitch availability and site conditions.

Following confirmation of details 2 weeks prior to the event, units/attendees may still be substituted subject to the new unit being suitable for the pitch allocation, without penalty.

Additional units may turn up on the day and be charged Meet or Group rates, subject to pitch availability. Though every effort will be made to accommodate, no guarantee of being offered a pitch can be made for campers arriving without having first confirmed availability.

Pre Arrival Familiarisation visit: Following a confirmed booking and prior to the stay, the Group/Meet steward is allowed one free night camping, on one pitch, at the Site to familiarise themselves with the Site and its facilities, and introduce themselves to the Site Team. This must be booked through the UK Sites Department, Meets and Groups Co-ordinator, at Club Head Office and the specific date will be subject to pitch availability.

Failure to Meet Qualifying Criteria

If the number of units fall below the required minimum, the group will pay the difference/shortfall at Meet and Group rate fees, or alternately standard UK Club Site pitch fees will be applied and charged for each pitch occupied.

If the Meet or Group booking is cancelled less than 2 weeks prior to the event taking place, then any deposit already collected will be retained by the Club.

Prices and Deposits

For latest pricing fees please contact the Meets and Groups Co-ordinator in the Sites Department based at Club Head office.

On-site Groups and Meets guidelines

To ensure the smooth operation of a Meet or Group on arrival and throughout the duration of the stay, the following guidelines are to be followed by all:

- The event organiser from the Meet or Group is to be responsible for the Meet or Group and should camp on site throughout the duration of the event and is encouraged to arrive before the usual 1pm arrival time by arrangement with the Holiday Site Manager. The event organiser is responsible for co-ordinating checking in and pitching of the attendees,

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following pitching guidance and instructions from the Holiday Site Manager, unless advised and agreed otherwise.

- The Event organiser (or steward) is responsible for collecting and making all payments to the Site office during or at the end of the stay. In the event of any shortfall in payments, the Holiday Site Manager's first point of contact will be with the Event Organiser or Steward to resolve.
- All members attending the event must report to Reception on arrival.
- Holiday Site Managers are responsible for allocating the area to be occupied by the Meet or Group.
- Members-Only sites may be used for Meets or Groups by the Club's District Associations, Special Interest Sections and other affiliated camping groups only.
- At the end of a stay the event organiser and Holiday Site Manager will jointly complete a Meet/Group summary form to provide feedback and raise any issues and suggestions for future improvement.

How to Apply for a Meet or Group

Applications can be made direct with site or centrally through the Meets and Groups Co-ordinator in the Sites Department based at Club Head Office.

The Groups & Meets Co-ordinator
UK Club Sites
The Camping and Caravanning Club,
Greenfields House
Westwood Way
Coventry, CV4 8JH

For any further information or assistance please contact UK Club Sites Department on 024 7647 5326 or groupsandmeets@campingandcaravanningclub.co.uk. Alternatively you can enquire direct with site.